

MEMORANDUM TO THE FILE**DATE:****FROM:** (Name), (Title)

SUBJECT: Project #
 Determination (check one): _____ Capitalized _____ Expensed

I have reviewed Project #, (Insert Description), and based on NOAA's capitalization criteria, I have made the following determination:

The project involves the replacement of/or major upgrade to the following building systems and sub-system(s):

Architectural

_____ Roofing and Roof Insulation
 _____ Exterior Finishes, Doors and Windows
 _____ Interior Finishes and Partitions
 _____ Structural

Mechanical

_____ Plumbing and Fire Suppression
 _____ Heating, Ventilation, Fuel Storage and Controls
 _____ Chillers and Cooling Towers

Electrical

_____ Service Entrance/Emergency Power
 _____ Distribution Panels, UPS's, Power Conditioners, and Alarm Systems
 _____ Interior and Exterior Lighting

Comments:

Based on the above, I have determined that the subject project was/was not life extending.

*Useful life extended _____ months.

If capital improvement is life extending, the realty specialist must complete the following calculations:

Net Book Value per RSMIS (prior to improvement)	\$ _____
+ Cost of Improvement	\$ _____
= New Depreciable Basis	\$ _____

*New Useful Life (in months) = _____
 (*Remaining useful life prior to improvement + useful life extension from above).

Signed: _____

Date: _____